

18 December 1946

MEMORANDUM TO [REDACTED]

25X1A9a

Tentatively and pending your eventually getting around to a detailed consideration of it, I want to set up my staff as follows:

ASSISTANT DIRECTOR

✓ Deputy CAF - 15

Executive
Administrative Assistant
CAF - 12 *9*

✓ Personal Assistant - CAF - ~~12~~ *7028*

* Young college man to learn the business and to run important errands. *Initial employment to beat grade CAF-7*

Planning & Coordination Staff **

1 CAF - 14
✓ 1 CAF - 13
✓ 1 CAF - 12

** Experienced intelligence people to inspect, suggest improvements, coordinate, plan ahead, etc..

Clerical Staff

✓ 1 Secretary CAF - 7
1 Secretary CAF - 6
1 Stenographer CAF - 5
1 Clerk-Typist CAF - 4
1 File Clerk CAF - 4

I have already hired those checked in red. The Administrative Assistant is a Regular Army Officer. I have asked for him to come back from USFET.

Please let me have your OK or other comments.

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

25X1A9a

JOB NO. ~~78-03568A~~ BOX NO. *1* FLD NO. *1* DOC. NO. *1* NO CHANGE
IN CLASS/RECLASS/RECLASS CHANGED TO: TS S C RET. JUST.
NEXT REV DATE *11-5-79* REVIEWER *204* TYPE DOC. *02*
NO. PGS *1* CREATION DATE *204* ORG COMP *204* OPI *3* ORG CLASS *11*
REV CLASS *0* REV COORD. AUTH: HR 70-3